



## **Pre-Application Meeting** **SUBMITTAL GUIDE**

**Development Services Department**  
**14455 W. Van Buren Street Suite D101**  
**Goodyear, Arizona 85338**  
**623-932-3005**  
**pz.permits@goodyearaz.gov**

### **Notice:**

Once submitted to the City, all Pre-Application Meeting materials become public record.

### **Purpose**

The Pre-Application Meeting is intended to provide potential applicants, landowners, and those in the development community general information regarding the development review process and design review information prior to the formal submittal of a project. The pre-application process is a staff evaluation of conceptual plans or proposals presented by the applicant. Any comments provided by the reviewers will be based on the information provided by the applicant and will be reliable provided the proposal does not change, or policies do not change between the pre-application conference and the time of application. The pre-application process does not constitute a formal review of an application and a final determination of standards and conditions of approval can not be made until a formal application is submitted for review. *A Pre-Application Meeting is required prior to submitting an application.*

### **Pre-Application Meeting Submittal Requirements:**

- Pre-Application Meetings are scheduled in 45-minute increments and are held on Thursday afternoons between the hours of 1:00–5:00 P.M.
- Meeting times may be reserved by submitting all required documents two weeks prior the desired Pre-Application Meeting date.

### **Application – ALL APPLICATIONS:**

The Project Narrative should generally include the following information:

- Including applicant checklist
- General discussion/background of project
  - How the proposal relates to any surrounding development and to the subject site.
  - All information necessary to allow for a thorough understanding of the proposed development.
  - Statement of adequacy of area infrastructure
  - Project impact summary
- Pertinent questions for staff comment

## **Context Plan – ALL APPLICATIONS:**

The Context Plan should generally include the following information:

- Relationship between the subject site and adjacent developments or properties
- Existing and/or proposed zoning, land use designations, streets, infrastructure, etc.
- Site and adjacent properties
- Information regarding existing land use and site conditions
- Aerial photo of the subject site and surrounding sites
- Adjacent street names and adjacent improvements

## **Conceptual Site Plan/Preliminary Plat**

The conceptual site plan/preliminary plat/use permit submittal should generally show all proposed development activities and should include information regarding proposed land uses, building heights, loading areas, parking requirements and locations, information regarding proposed project phasing, project density and number of lots, lot sizes, proposed open space and landscaping, setbacks, and Design Review (i.e. building elevation) information.

The Conceptual Site Plan submittal should show or provide the following information:

- Proposed building location(s), height and square footage
- Conceptual building elevations including materials and colors (for new buildings or substantial remodels)
- Show existing and proposed driveway locations
- Number and Location of proposed parking spaces
- Conceptual landscape plan (for site plans or pre plats)

The Conceptual Preliminary Plat submittal should show or provide the following information:

- Label parcel dimensions
- Existing and proposed zoning
- Density and number of lots
- Lot size information
- Existing and proposed streets
- Proposed open space/landscaping
- Vicinity map, scale, north arrow



## Development Services Department

### PRE-APPLICATION MEETING SUBMITTAL

<b><u>Project Information</u></b>																						
Development/Project Name:																						
Address/Location:																						
Current/Proposed General Plan Land Use Designation:																						
Current/Proposed Zoning District:																						
Proposed Project Area (acres):																						
Assessor Parcel Number(s):																						
<b><u>Applicant Information</u></b> (this should be the person authorized to handle any future correspondence)																						
Name:																						
Address:																						
City:	State:	Zip Code:																				
Phone Number:	Fax Number:	Email address:																				
<b><u>Property Owner</u></b>																						
Name:																						
Address:																						
City:	State:	Zip Code:																				
Phone Number:	Fax Number:	Email Address:																				
Property Owner Name:																						
<p><b>Please check the request type:</b></p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Annexation</td> <td><input type="checkbox"/> Use Permit</td> <td><input type="checkbox"/> Subdivision Plat</td> </tr> <tr> <td><input type="checkbox"/> General Plan Amendment</td> <td><input type="checkbox"/> Special Use Permit</td> <td><input type="checkbox"/> Comprehensive Sign Package</td> </tr> <tr> <td><input type="checkbox"/> Rezone/PAD/PAD Amendment</td> <td><input type="checkbox"/> Site Plan</td> <td><input type="checkbox"/> Other _____</td> </tr> </table> <p><b>Attendance requested for Pre-Application Meeting (please check):</b></p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Planning &amp; Zoning</td> <td><input type="checkbox"/> Engineering</td> <td><input type="checkbox"/> Fire</td> <td><input type="checkbox"/> Economic Development</td> <td><input type="checkbox"/> Building Safety</td> </tr> <tr> <td colspan="5"><input type="checkbox"/> Other _____</td> </tr> </table>				<input type="checkbox"/> Annexation	<input type="checkbox"/> Use Permit	<input type="checkbox"/> Subdivision Plat	<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> Comprehensive Sign Package	<input type="checkbox"/> Rezone/PAD/PAD Amendment	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Other _____	<input type="checkbox"/> Planning & Zoning	<input type="checkbox"/> Engineering	<input type="checkbox"/> Fire	<input type="checkbox"/> Economic Development	<input type="checkbox"/> Building Safety	<input type="checkbox"/> Other _____				
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## Development Review Pre-Application Checklist

Submit all documents on a cd or by email

([pz.permits@goodyearaz.gov](mailto:pz.permits@goodyearaz.gov))

Required Materials	Applicant Checklist	Staff Verification
Provide a PDF copy – Application	<input type="checkbox"/>	<input type="checkbox"/>
Provide a PDF copy – Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>
Provide a PDF Copy – Proposed site plan with images formatted no larger than 11” x 17”, saved in a single layer with no write protection.	<input type="checkbox"/>	<input type="checkbox"/>
Provide a PDF Copy – Approved site plan or PAD with images formatted no larger than 11” x 17”, saved in a single layer with no write protection.	<input type="checkbox"/>	<input type="checkbox"/>
Provide a PDF copy – Proposed building elevations with images formatted no larger than 11” x 17”, saved in a single layer with no write protection.	<input type="checkbox"/>	<input type="checkbox"/>
Provide a PDF copy – Conceptual Landscape Plan With images formatted no larger than 11” x 17”, saved In a single layer with no write protection.	<input type="checkbox"/>	<input type="checkbox"/>